Conditions for the Electronic Submittal
of 1996 Annual Reporting Data

You must first notify Ecology

All companies wishing to electronically submit their 1996 electronic reporting information must first register with Ecology. Contact Jean Rushing at (360) 407-6732 or E-mail her at jeru461@ecy.wa.gov.

Hardware & Software Requirements

- IBM Compatible PC. Minimum requirement = 486-66 with 16 meg RAM and 20 meg of free hard disk space. (Pentium P-133 with 32 meg RAM recommended)
- Windows 95
- TurboWaste Software (supplied by Department of Ecology)
- Microsoft Access 7.0 (optional)

Use of TurboWaste

Ecology can only accept electronic Annual Reporting data that has been processed through the series of data validation checks within the TurboWaste software program.

Internet Access

To enhance communications between Ecology and electronic reporting companies, Ecology requests that all electronic reporting companies have Internet E-mail capabilities.

On-Site Record Retention

Past practice has been for Generators and Facilities to submit paper reports to Ecology and to retain paper copies on-site. In the case of electronic data submittal, Ecology will allow the retention of electronic data files (in place of paper copies) for the GM, WR and OI data. The Verification Form (VF) must be submitted to Ecology on paper and therefore paper copies of this form must be retained on-site. The length of record retention is still five years.

Ecology Access to On-Site Records

Generators and Facilities that choose to report electronically and retain their on-site records in electronic files are required to make the electronic files accessible to Ecology in the event of an emergency or site inspection. The electronic file data should be available for immediate use either in the form of a printed report or on-screen viewing. Both are available options in the TurboWaste software program.

To ensure that electronic file data is always accessible, it's recommended that there be multiple staff on-site who have access to it.

Corrections/Amendments

If corrections or amendments are needed to data previously electronically submitted to Ecology, Generators and Facilities are asked to contact Ecology either by phone, E-mail or letter regarding the updates. Ecology staff will then determine if complete re-submittal

of the GM, WR and/or OI data will be required. Please contact Jean Rushing with Ecology at the following:

By letter:	By Phone:	By E-mail:
Department of Ecology	(360) 407-6732	jeru461@ecy.wa.gov
Hazardous Waste Information		
PO Box 47658		
Olympia, WA 98504-7658		

Do Not Report Non-Regulated Waste
As per the reporting instructions in Book 1 of the 1996 Dangerous Waste Annual Report, you are only to report regulated waste as defined by Chapter 173-303 WAC. Non-regulated waste such as SQG, TSCA exempt PCB, and household hazardous waste should not be reported.

(Please see "Exciting News about Electronic Reporting")